<div align="center">**Affiliate Site Performance Team**</div>

Charge:
- What's the criteria used to refer people
- What criteria is used to monitor clients effectiveness in various components, if it isn't working, how do you refer out? Who?

Team Members included:
- Kathy Moore, Malinda Bjaaland, Sanjay Rughani, and Trudie Goodman.
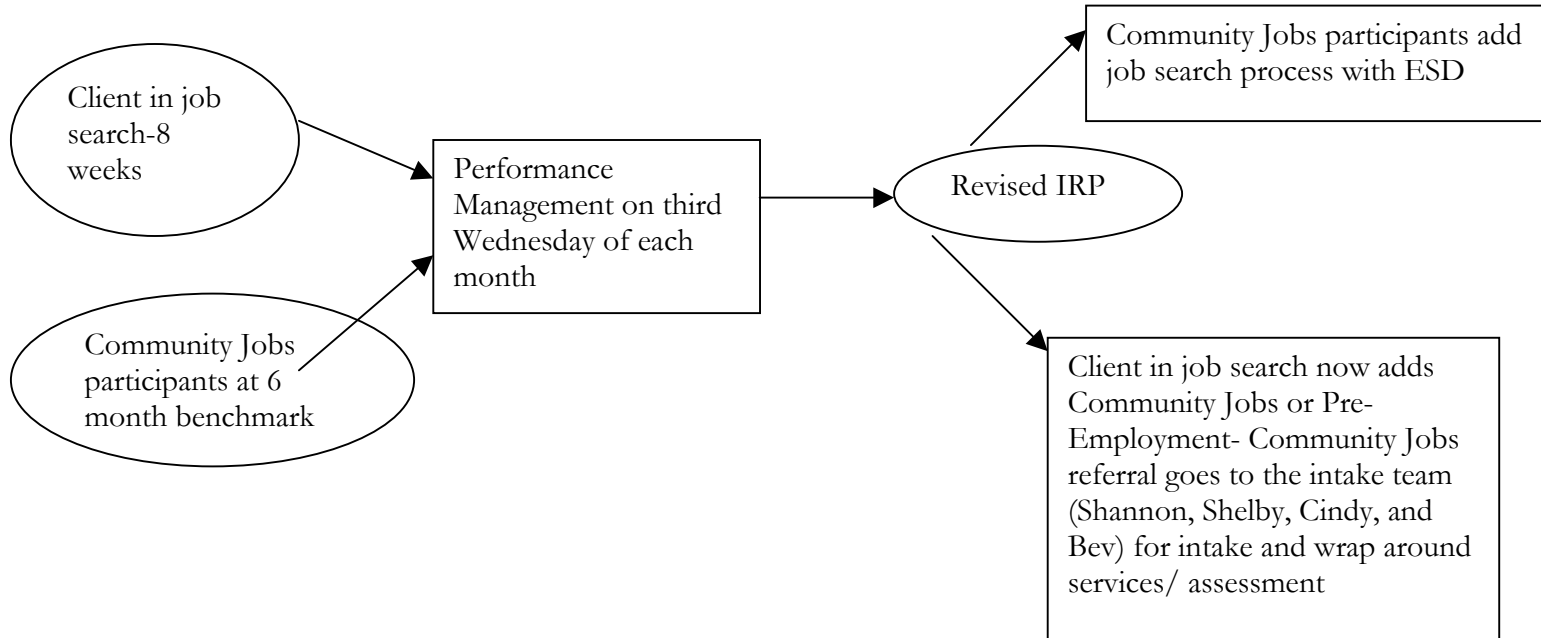
Process to date:
- Met and under the direction of leadership conducted a data clean up among all the partner information systems (ACES, Jas, Workforce Development Council CIS system and Community Jobs database)
- Found 28 participants that showed as employed but not across all systems
- Found 7 participants that showed employed in the ESD/CSO system but not in the Workforce Development Council CIS system
- All information corrected and accurately documented
- Developed a system by which this information should and will be transferred across the system accurately and in a timely fashion.
- Workforce Development Council staff will complete the employment form and inform the CSO/ES so that information is accurately reflected
- When a TANF grant is closed due to employment CSO staff will complete the information on the systems documenting employment on the 05 screen in Jas
- Developed a process for referral among the partners for Job Search, Community Jobs and Welfare to Work

Process for referrals to the Community Jobs and Welfare to Work program-

On the third Wednesday of each month from 3:00 PM to 5:00PM, case staffings will be held regarding participants that are in their eighth week of Job Search or their six month of Community Jobs. The intent of these staffings is to determine which participants in Community Jobs are ready for Job Search and which participants in Job Search are ready for Community Jobs or Pre-Employment Training. Pre-employment training opportunities can be offered anywhere along the continuum of Job Search not just at the eighth week.

➢ ESD and WDC will obtain a written Release of Information from the participants prior to the scheduled case staffings. The release of information should inform the participant of the purpose of the staffing and include the information that the Community Technical Colleges may be present.

➢ ESD/WDC will fax a list of the participants that require staffing to the all partners the names of those being staffed.

➢ The WorkFirst Coordinator will notify TANF Supervisors and/or Case Managers of the participants requiring a staffing and schedule space.

➢ On the day of the staffing, WDC, ESD, DSHS, and the CTC's will review each case and determine program components.

➢ DSHS staff member will enter case into the automated Case Staffing system

➢ CM will develop a new IRP with the participant and make appropriate referrals and provide support services as necessary.

Client in job search-8 weeks → Performance Management on third Wednesday of each month

Community Jobs participants at 6 month benchmark → Performance Management on third Wednesday of each month

Performance Management on third Wednesday of each month → Revised IRP

Revised IRP → Community Jobs participants add job search process with ESD

Revised IRP → Client in job search now adds Community Jobs or Pre-Employment- Community Jobs referral goes to the intake team (Shannon, Shelby, Cindy, and Bev) for intake and wrap around services/ assessment

To do:
Implement the system- first case staffings Wednesday 01.17.01
ESD and Workforce Development Council staffs to meet and discuss the two programs for better coordination.
Continue to communicate and work as team to meet the performance of the Local Area Plan
Management Team (from the three agencies) to work with Ronnie Sue in the continuation of this work